



**MINUTES
CITY COUNCIL MEETING
February 16, 2021**

CALL TO ORDER

The meeting was called to order at 6:30 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Gina Joyce, and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; Planning Consultant: Hannah Rybak; City Engineer: Alex Mollenkamp; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW AND UPDATES

Mayor Miner stated that there was an EDA meeting held earlier today where there was a presentation made by DJR Architecture on behalf of Spell Capital Partners with a proposal for a commercial office property on the EDA owned property at 1905 W. Wayzata Boulevard. They may be coming back with a revised proposal that more closely matches the Village Design Guidelines. He explained that there is an opening on the Park Board and encouraged anyone interested to apply prior to February 25, 2021.

APPROVE AGENDA

A motion was made by Feldmann, seconded by Joyce, to approve the agenda as presented. Ayes: all by roll call.

CONSENT AGENDA

- A. Approve Minutes of February 2, 2021 City Council Work Session
- B. Approve Minutes of February 2, 2021 City Council Meeting
- C. Receive Unofficial Draft Minutes of February 9, 2021 Planning Commission Meeting
- D. Approve Vendor Claims and Payroll
- E. Adopt Resolution No. 2021-07 Approving a Salary Step Increase Changing Public Works Director Sean Diercks' Salary From Step 7 to Step 8 of the 2021 Salary Pay Plan Due to Having a Satisfactory Performance Review

Council member Feldmann noted a change was needed in the February 2, 2021 Council Work Session meeting minutes. He referenced the location of his comment and explained that it was not a City truck but a developer truck that parks on the bike trail and waters the trees. Staff confirmed the change would be made as requested.

A motion was made by Feldmann, seconded by Miner, to approve the Consent Agenda, with the amendment to the February 2, 2021 City Council Work Session meeting minutes as noted.

Council member Joyce inquired how many steps are in the Salary Pay Plan.

City Administrator Weske replied that there are eight steps in the salary pay plan and after staff reaches their highest step, they are at the mercy of the Council for what Council decides regarding annual increases or cost of living adjustments.

Ayes: all by roll call.

OPEN CORRESPONDENCE

No one was present to address the Council during Open Correspondence, and no written comments were received to be read aloud by staff.

BUSINESS ITEMS

Final Adoption of the 2040 Comprehensive Plan

Planning Consultant Rybak explained that the most recent version of the 2040 Comprehensive Plan has been approved by the Metropolitan Council and the City can now officially adopt the 2040 Comprehensive Plan. She highlighted some of the things included in the Plan and what items the Metropolitan Council wanted to emphasize within the document. She reviewed some of the feedback items received from review to-date such as mapping and typographical errors. The next step in the process is for the City to adopt the 2040 Comprehensive Plan and submit it to the Metropolitan Council with the appropriate supporting documents. Staff and the Planning Commission recommend approval of the 2040 Comprehensive Plan.

Council member Kvale asked for an explanation of the requirement relating to sewer and read aloud a portion of the Plan that spoke of I&I mitigation work.

City Engineer Mollenkamp stated that at this time, based on the Metropolitan Council's projected use of the land in Long Lake, they have modeled that there is an excess amount of I&I which boils down to ground water or surface water getting into the sanitary sewer that is not supposed to be going into the system. She noted that the Metropolitan Council does keep a pretty close eye on that with cities to make sure they are making progress towards reducing their I&I. She indicated that one of the next steps that City staff has been discussing is a recent grant from the Metropolitan Council to help offset some of the costs of doing this type of rehabilitation project. She explained that the Metropolitan Council could consider limiting the City's connections to the system as a way of encouraging the City to correct these types of issues.

Council member Kvale commented that portions of the 2040 Land Use Map did not make sense to her with the way low density and high density were labeled, calling out properties on Dexter Drive that may have been labeled incorrectly.

Weske responded that staff will double check with the Hennepin County website to view aerial imagery and ensure the density is correctly labeled.

Council member Dyvik inquired about past conversations about making the square that has Lake Street, Mill Street, and Symes Street all Downtown Village Mixed Use.

Weske stated that he thought it had already been zoned that and the City changed it back to low density.

Council member Dyvik added that he thought the Council had decided to just make it all Downtown Village Mixed Use so the City doesn't have to worry about it.

Council member Feldmann noted that he would also like to know if the area along Orchard Lane was correctly labeled.

City Clerk Moeller explained that the area near Lake Street and Symes Street that Council member Dyvik was referring to was originally a redevelopment block and was re-guided to be more of a medium density because there was an understanding that the City would not be favoring three or four story buildings in this area relative to height and massing in proximity to the park. She noted that prior direction from Council was that they were looking at something that accommodated more green space, less massing, and something that wouldn't turn Symes Street into a parking lot. She stated that the discussion of this block was that maybe it wasn't for retail and mixed use, but rather guiding for a multi-family medium density environment. She explained that the Orchard Lane was re-guided because the City needed to identify areas that could potentially be multi-family higher density. She explained the thought process behind the land use and possible increases in density. She reiterated that they will double check the Hennepin County site and review the maps to ensure properties have been labeled correctly.

Council member Kvale pointed out that the Charles Cudd lots are also not shown accurately on the maps.

Moeller confirmed that Planning Consultant Rybak is aware of this and noted that the shapes of the lots have changed.

Council member Dyvik stated that the forecast for number of households in the City goes from 790 in 2020 to 900 in 2040. He noted that if the Zvago and The Borough developments occur, the City should achieve that within a few years. He inquired about the Housing Affordability section on page 23 and asked if Metropolitan Council was implying that the City needs to get to a better number than is listed on the table.

Rybak clarified that the information referenced is from the Metropolitan Council, but noted that it is pretty good compared to other cities. She stated that more affordable housing is always good but the information in the Plan regarding affordable housing is not dictating that the City needs to do anything. She noted that their measure is density and confirmed that with The Borough and Zvago projects, density goals will be easily satisfied.

Council member Kvale commented that the Plan is a very large document and she had not had time to really digest it all. She asked if there had been changes made to the Comprehensive Plan from what had been presented to the community.

Rybak responded that she was not the Planner when the bulk of the Comprehensive Plan was put together but noted that the bulk of what was in the community vision was left in the current document, and what was added was everything that was necessary in order to meet the Metropolitan Council's requirements. The Plan itself is just around 100 pages and the appendices and other supporting materials make it come up to around 650 pages.

Council member Joyce asked about page 13 regarding the Commercial designation and the confusion about where the City would like retail to be located because she thinks they want it in both the downtown area and the commercial areas.

Rybak replied that the intent in that section is looking at larger buildings and heavy motor vehicle presence, so the correction there would be to just state higher intensity commercial is not appropriate in downtown, but neighborhood commercial is appropriate.

Council member Joyce inquired about page 15 regarding future land use projections because it looks like institutional use decreased significantly.

Rybak stated that she believes the old calculations and 2030 Land Use Map included the area of the water and the recent version only includes the developable land area.

Council member Joyce asked about page 67 regarding the I&I reduction and why the last sentence says the I&I mitigation activities have not had a significant reduction in the City.

Mollenkamp explained that the table on page 68 summarizes recent I&I mitigation activities undertaken have been more research related in order to understand the issue better, but have not corrected the issue.

Council member Joyce questioned the capital improvements and whether projects for the parts of the system that required repair or replacement had been identified.

Mollenkamp stated that has not yet been completed and is still on the "to do" list.

The Council discussed street sweeping and potential phosphorus reduction.

Council member Joyce asked if there is a deadline for when the Long Lake Creek Subwatershed assessment will be completed as mentioned on page 100.

Weske replied that he was uncertain where they are within their process, but knows that it was not able to be completed because they were not able to meet due to COVID-19.

Council member Kvale commented that she had not had a chance to review the entire document and would like to know what the City is committing itself to doing. She asked if all of the elements are required. She stated that there is a huge "to do" list and would like to know if all items are required and whether the City would be held accountable if they don't do them.

Rybak explained that what the City is committed to is the 2040 Land Use Map. She noted that the implementation matrix is suggested steps that the City can devote as much or as little time and resources to as they would like. She advised that the Plan is a guiding document and the City is not required to accomplish the various steps.

Mollenkamp stated that she believes the Council had made clear that the I & I issue is the largest item that needs to be followed up on in terms of implementation. The water resource management plan is another bigger portion of the engineering items in the Plan but she believes the more active document is the subwatershed file.

Mayor Miner asked if the names of the Council should be changed to reflect the current Council or be left with the former because they put in so much work on this document as well.

Weske indicated he believed all the Council members names, former and present, could be included since it took place over a span of both Councils.

Council member Kvale questioned whether it would be possible to postpone taking action on this until the Council had more of an opportunity to really look at it, including the changes highlighted at the meeting. She suggested that it be moved to the March work session for further discussion and then action could be taken at their regular Council meeting.

Weske pointed out that the March work session will be dedicated for a goals session.

Council member Feldmann indicated he would echo Council member Kvale's concerns because he felt that the Council is sort of working with a rough draft at this time, and he would not be comfortable voting before seeing the final document.

Weske suggested making this an agenda item for the regular Council meeting on March 2, 2021, so the work session can be kept for the goals session.

Mayor Miner asked how soon the updated document and maps, as discussed tonight, can be distributed to the Council.

Rybak replied that she believed the updates can be made within about a week.

Approval of Updated Public Works Maintenance Worker I and II Position Descriptions, Authorization to Solicit Applications and Conduct Candidate Selection for a Full-Time Public Works Maintenance Worker I Position

Public Works Director Diercks gave an overview of past discussion regarding reworking the job description of the Maintenance Worker position into two separate positions. He noted that both job descriptions were included in the packet.

Council member Joyce mentioned that the biggest difference between the positions seemed to be the licensing.

Council member Kvale questioned whether the intent was to only hire for the Maintenance Worker I right now.

Diercks confirmed that was the intent and explained that they would like to hire a Maintenance Worker I at entry level wages, and ideally that person will work that position up to Step 4 and then transition into the Maintenance Worker II position with the appropriate certifications. He noted that they would then start out at Step 1 for the Maintenance Worker II position. He added that this change offers some flexibility depending on who ends up applying for the position.

Council member Kvale indicated that it is an 18–24-month process to move from the Maintenance Worker I position to the II position and inquired what period of time he would be looking at for evaluating step increases.

Diercks stated that for the first four steps, this individual would have to show that they are interested in staying in Long Lake, learning the system, and becoming part of the Public Works Department.

Council member Kvale asked if it would be, for example, a three-month time period and then they would move up to Step 2.

Diercks stated that it would be six months at the earliest and most likely a full year.

Weske clarified that the thought process would be that Step 1 is the hire price, Step 2 is the six-month probationary evaluation, Step 3 would be 12 months, and Step 4 would be a two year review.

Diercks explained that there has to be a certain amount of time spent doing hands on work before the employee will be eligible to take the examination in order to be certified through the State.

Mayor Miner commented that he thought Public Works Director Diercks and City Administrator Weske had done a good job of thinking outside the box and putting together the hiring scenario.

A motion was made by Dyvik seconded by Joyce to approve the Public Works Maintenance Worker I and II position descriptions dated February 1, 2021. Ayes: all by roll call.

A motion was made by Miner, seconded by Dyvik, to authorize City staff to open and advertise the job posting for a full-time Public Works Maintenance Worker I position, with City staff to conduct candidate interviews and selection to recommend a candidate for City Council final hiring approval. Ayes: all by roll call.

Consider Ratifying EDA Approval of Issuing an Economic Relief Payment to 2021 On-Sale Intoxicating Liquor Licensees

City Administrator Weske explained that at the EDA meeting there has a motion made to approve an economic relief grant payment in the amount of \$3,100 to each of the City's 2021 On-Sale Intoxicating Liquor licensees due to the impact of COVID-19 and utilize the EDA Fund as the founding source for this grant.

A motion was made by Dyvik seconded by Feldmann, to ratify and authorize the EDA's action approving an economic relief grant payment in the amount of \$3,100 to each of the City's 2021 On-Sale Intoxicating Liquor Licensees in the interest of providing financial assistance due to the impact of the COVID-19 pandemic, utilizing the EDA Fund as a funding source of the relief grant payment. Roll Call Vote: Ayes: all by roll call.

Discuss March 2, 2021 Work Session/City Council Goal Setting and Review

Moeller reported that staff is suggesting that the March 2, 2021 work session begin at 5:00 pm with the majority of the work session to be dedicated to a City Council goal setting and review session, possibly setting aside 30 minutes to be reserved for another item if needed. Staff already has a number of items that they will be expanding on for the goals list update, including: recruiting and hiring Public Works employees; Zoning Code updates once the Comprehensive Plan is adopted; City Code updates; Fire Department discussions; utility agreements; and I&I.

Council member Dyvik noted that in the past, the Council has also gotten goal suggestions from both the Planning Commission and the Park Board and asked if that would be done again.

Moeller noted that the other Boards and Commissions could be invited to that work session if desired by Council; however, she believes a number of the goals and suggestions that they have contributed in the past could stand 'as is' because many of them have not been accomplished. She encouraged use of the work session for staff and Council dialogue.

Council member Dyvik asked if the goals were still posted on the website.

Moeller confirmed that they are still available on the website so the Council can take a look at them, and she could also send this information out to the Council. She stated that the City does keep the goals posted online continuously but does not cross them off as they are accomplished.

Council member Joyce noted that she knows the Park Board, with the assistance of Public Works Director Diercks, put together a pretty thoughtful list of ideas related to the parks, which could be reviewed by the Council. She asked whether the Planning Commission may have something similar.

Moeller responded that the Planning Commission would not have a similar list; however, their goal will be working on Zoning Ordinance updates along with their usual land application work.

Council member Joyce asked whether any of the information from the implementation table in the Comprehensive Plan would be included in the goal setting.

Moeller commented that the Comprehensive Plan is a guiding document and the City is not bound to the steps it contains, nor is there a penalty if items are not accomplished. She noted that she believes staff and Council will have a number of items on their plate for 2021. She added that she will take a look at the table referenced in preparing for the goal setting exercise.

Mayor Miner stated that he would like to find a way to show the public that the City has accomplished some of its past goals.

Council member Joyce noted that an additional goal could be to highlight goals that have been accomplished in the past.

OTHER BUSINESS

Hanging Flower Basket Order - Council member Dyvik inquired about the hanging flower baskets for the downtown and whether the City would still be using Gregor Farms. He asked whether the City had already sent them the baskets so they can be planted soon. Diercks confirmed he had spoken to Gregor Farms around Christmas and everything is already in motion for 2021. Council member Dyvik noted that he thinks the baskets have been a good addition to the City and added that he had heard lots of good comments about them.

LMCC Liaison Update - Council member Kvale reported she had attended the LMCC Quarterly Business meeting and was asked to let the City know that the tilt, pan and zoom system for recording the meetings should be installed in early March. Weske explained that the Council Chambers was updated a few years ago with an LMCC grant for a downward facing camera and a new projector. He stated that there is now some additional equipment for tilt, pan, and zoom technology that will be installed through additional grant funding. Council member Kvale indicated that LMCC asked her to pass along a message that they would appreciate any links on the City website to their content.

Missing Husky - Council member Feldmann asked if the missing husky from the Birch's dog sled event was found. Council member Joyce reported that he had been found.

Street Sweeping – Council member Joyce mentioned that she had a follow up point regarding the street sweeper discussion. The City of Plymouth did a study with the University of Minnesota comparing vacuum assist and high efficiency sweepers. She stated that she would like to encourage the City to seek out this type of sweeper whenever possible. She shared some of the statistics from the study information. Diercks indicated that he will need to take a closer look into this study because there are a lot of different variables to be considered relating to efficiency. The City currently uses the broom sweepers and the vendors that he knows that have the high efficiency sweepers are not that good which is why the City has not used them. However, the City can take a look at these options for the future.

MS4 Permit Renewal – Diercks reported that the City was notified about 20 days ago that the City's MS4 permit for stormwater will be renewed this spring. He indicated that he and City Engineer Mollenkamp will be working on that because, similar to the Comprehensive Plan, a simple multi-page document ends up becoming a book which will require major revamping.

Other Public Works Director Update – Diercks advised Council that about six weeks ago he had fallen on the ice at home and hurt his shoulder. He noted that he will be going to the doctor this week and there is a chance that he may need to have surgery.

Updates From Fire Chief - Fire Chief Van Eyll gave an update on recent Fire Department training activities. He also advised that there is a vaccination clinic that is happening at the Activities Center

at the Orono School District on Thursday. He noted that this is a closed vaccination clinic and not open to the public because it is meant for essential-type workers at this point and noted that the Department is helping with that event and is possible that this may be a regular occurrence.

Employee Handbook Update in Progress - Weske advised that staff has begun work on the Employee Handbook. He noted that they have been looking at the League of Minnesota Cities template, but asked that if the Council has employee handbooks with any sections that they think may be beneficial to the City, that they be passed along for consideration. He stated that the existing handbook is very old so they will basically need to start fresh.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:28 pm.

Respectfully submitted,

Scott Weske
City Administrator